

Chapter 20  
 82d Abn Div Pam 1-201  
 Functional Area: Equal Opportunity  
 Proponent: Division EO Office

Unit inspected: \_\_\_\_\_  
 Date inspected: \_\_\_\_\_  
 Inspector: \_\_\_\_\_

	YES	NO	N/A
<b>1. REFERENCES:</b> are the following references on hand?			
{a} AR 600-20, Army Command Policy	_____	_____	_____
{a} FORSCOM Suppl 1 to AR 600-20	_____	_____	_____
{c} DA Pam 600-26, DA Affirmative Action Plan	_____	_____	_____
{c} FORSCOM Circular 600-92-1, FORSCOM AAP	_____	_____	_____
{c} XVIII Abn Corps AAP	_____	_____	_____
{b} 82d Abn Div Pam 600-26, AAP	_____	_____	_____
{a} Brigade Affirmative Action Plan	_____	_____	_____
{a} DA Pam 350-20, Unit EO Training Plan	_____	_____	_____
{a} TC 26-6, Commander's EO Handbook	_____	_____	_____
<b>2. POLICY MEMORANDUMS:</b> has the current unit commander issued the following policy letters?	YES	NO	N/A
a. Equal Opportunity Policy	_____	_____	_____
b. Prevention of Sexual Harassment Policy	_____	_____	_____
c. EO Complaint Procedures	_____	_____	_____
d. Open Door Policy	_____	_____	_____
<b>3. AFFIRMATIVE ACTION PLAN (BDE):</b>	YES	NO	N/A
a. Does the unit have a current Affirmative Action Plan signed by the present commander?	_____	_____	_____
b. Are the goals realistic and clearly identified?	_____	_____	_____
c. Is the appropriate proponent identified for each goal?	_____	_____	_____
d. Are corrective actions identified?	_____	_____	_____
e. Are measurements which lead toward goal accomplishment clearly identified?	_____	_____	_____
f. Is the plan reviewed annually?	_____	_____	_____
<b>4. COMMAND CLIMATE ASSESSMENT (COMPANY):</b> did the company commander conduct a command climate assessment within 90 days after assuming command and annually thereafter?	YES	NO	N/A
Date commander took command: _____	_____	_____	_____
Date of last climate assessment: _____			

**5. TRAINING:**

	YES	NO	N/A
a. Does the unit brief newly assigned soldiers on the EO program and command policies?	___	___	___
b. Does the unit conduct EO and POSH training as specified in AR 600-20, chapters 6 and 7?	___	___	___
c. Does the unit commander brief the status of Human Relations training, EO personnel, and climate assessments at each QTB?	___	___	___
d. Does the chain of command participate in, lead, or facilitate all EO training?	___	___	___
e. Is EO training published on the weekly training schedule?	___	___	___
f. Is participation in EO training documented (MFR)?	___	___	___
g. Is EO training conducted using the Consideration of Others methodology of small groups?	___	___	___
h. Does the unit publicize scheduled ethnic observances?	___	___	___
i. Does the command support soldier attendance at ethnic observances?	___	___	___

**6. EQUAL OPPORTUNITY REPRESENTATIVE (CO and BN) :**

	YES	NO	N/A
a. Is the EOR appointed on additional duty orders?	___	___	___
b. Is the EOR school trained?	___	___	___
c. Is a copy of the EORC Certificate on hand?	___	___	___
d. Number of EORs required _____ appointed _____ school trained _____	___	___	___
e. Does the EOR have access to the Cdr/1SG/CSM?	___	___	___

**7. EQUAL OPPORTUNITY ADVISOR (BDE) :**

	YES	NO	N/A
a. Is a DEOMI trained EOA assigned to the Brigade?	___	___	___
b. Does the EOA have access to the Cdr/CSM?	___	___	___
c. Is the commander in the EOA's rating scheme (rater or senior rater)?	___	___	___
d. Does the EOA have adequate office space (to include telephone, computer, e-mail, and private area for interviews)?	___	___	___
e. Does the EOA conduct inspections of the battalions as part of the Brigade Command Inspection Program?	___	___	___
f. Does the EOA have a budget, or at least budget support through a staff section?	___	___	___
g. Does the EOA use the DA EO Database for submitting reports and recording training and complaint data?	___	___	___
h. Does the EOA maintain copies of the QNSR and the results of SAAVs and Command Inspections?	___	___	___
i. Does the EOA have an office SOP or continuity file?	___	___	___
j. Do all assigned additional duties complement the EO mission?	___	___	___

<b>8. BULLETIN BOARD:</b> does the unit maintain an EO Bulletin Board?	YES	NO	N/A
	___	___	___

Are current copies of the following policy letters of the next higher commander posted?

a. Equal Opportunity Policy	___	___	___
b. Prevention of Sexual Harassment Policy	___	___	___
c. Equal Opportunity Complaint Procedures	___	___	___
d. Open Door Policy	___	___	___

Are current copies of the following unit policy letters posted?

e. Equal Opportunity Policy	___	___	___
f. Prevention of Sexual Harassment Policy	___	___	___
g. Equal Opportunity Complaint Procedures	___	___	___
h. Open Door Policy	___	___	___

Are current copies of the following Ft Bragg memorandums posted?

i. Off Limits Establishments (dated _____)	___	___	___
j. Off Limits Mobile Home Parks (dated _____)	___	___	___
k. Are the names and office locations of the EO support chain posted?	___	___	___

<b>9. COMPLAINT PROCESSING PROCEDURES:</b>	YES	NO	N/A
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a. Are EO complaints processed IAW AR 600-20?	___	___	___
b. Are follow-up assessments conducted?	___	___	___
c. Are complaint reports submitted as required?	___	___	___
d. Are records maintained of all complaints (MFR for informal complaints)?	___	___	___

**10. OTHER:**

**OVERALL ASSESSMENT:**

**COMMENTS:**